

PART II DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
STATE OF HAWAII

..... 17.823

Minimum Qualification Specifications  
for the Class:

**ENVIRONMENTAL MANAGEMENT PROGRAM MANAGER**  
**(ENVIRONMENTAL MGMT PRGM MGR)**

**Basic Education/Experience Requirements**

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

**Experience Requirements**

Applicants must have had progressively responsible experience of the kind and quality described in the following paragraphs and in the amounts shown in the table below, or any equivalent combination of training and experience:

Class Title	Spclzd Exper (yrs)	Supvy Exper (yrs)	Mngrl Exper (yrs)	Total Exper (yrs)
Environmental Mgmt Program Mgr	3	2	*	5

**Specialized Experience:** Progressively responsible professional work experience in the field of environmental management which required knowledge and application of the principles, practices and techniques of environmental protection. Such experience must have involved the prevention or control of air, water, or solid or hazardous waste pollution, through such activities as issuing permits and variances; conducting inspections; taking enforcement action; imposing penalties; carrying out research programs; and awarding construction grants. The experience must have demonstrated

that the applicant possesses knowledge of public health principles, practices, laws, and rules pertinent to one or more environmental protection programs.

Supervisory Experience: Supervisory work experience which included:

1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

\*Managerial Aptitude: Managerial aptitude will be considered to have been met through successful performance of, or substantial participation in, organizing, scheduling, and coordinating a group of activities in order to attain program objectives within time, resource and budgetary limitations; interest in management demonstrated by the performance of work assignments in a manner which clearly indicates awareness of problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and managerial capabilities; success in trial assignments to managerial and/or administrative tasks.

### **Substitutions Allowed**

1. A master's degree in sanitary or environmental engineering, a biological or physical science, or in an environmental and/or public health related field from an accredited college or university may be substituted for one (1) year of the Specialized Experience required. However, the education must have provided the applicant with knowledge of the principles, practices, and techniques of environmental protection.
2. A doctorate degree from an accredited college or university in the above fields may be substituted for two (2) years of the Specialized Experience. However, the education must have provided the applicant with knowledge of the principles, practices, and techniques of environmental protection.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

**Tests**

Applicants may be required to qualify on an appropriate examination.

**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is an amendment to the minimum qualification specifications for the class ENVIRONMENTAL MANAGEMENT PROGRAM MANAGER (ENVIRONMENTAL MGMT PRGM MGR) which were approved on June 2, 1992.

Date Approved: \_\_\_\_\_

6/16/14



for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development